

**Tech Mahindra**

**Security PHR Help Aid**

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**1 INTRODUCTION**

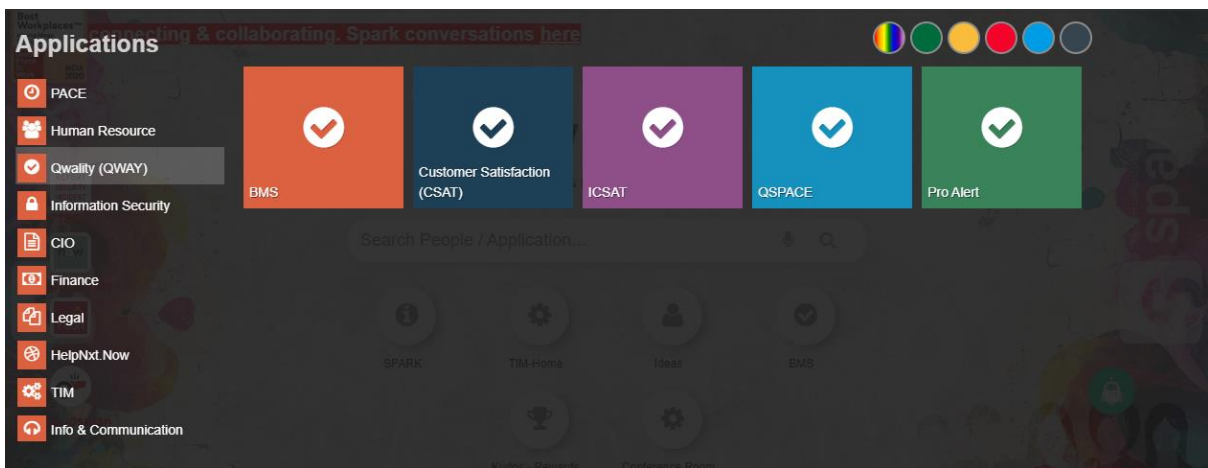
This help aid enables the SPHR (Security Project Health Report) application users to understand the importance of assessment, audit, and score cards for exhibiting the security health report.

The Procedure for Information Security in Projects (ISG-PR014) on business management system (BMS) governs the various security templates and automated SPHR process.

A pictorial representation of the screens and navigation is provided below. Users are required to follow the process.

**2 LOGIN**

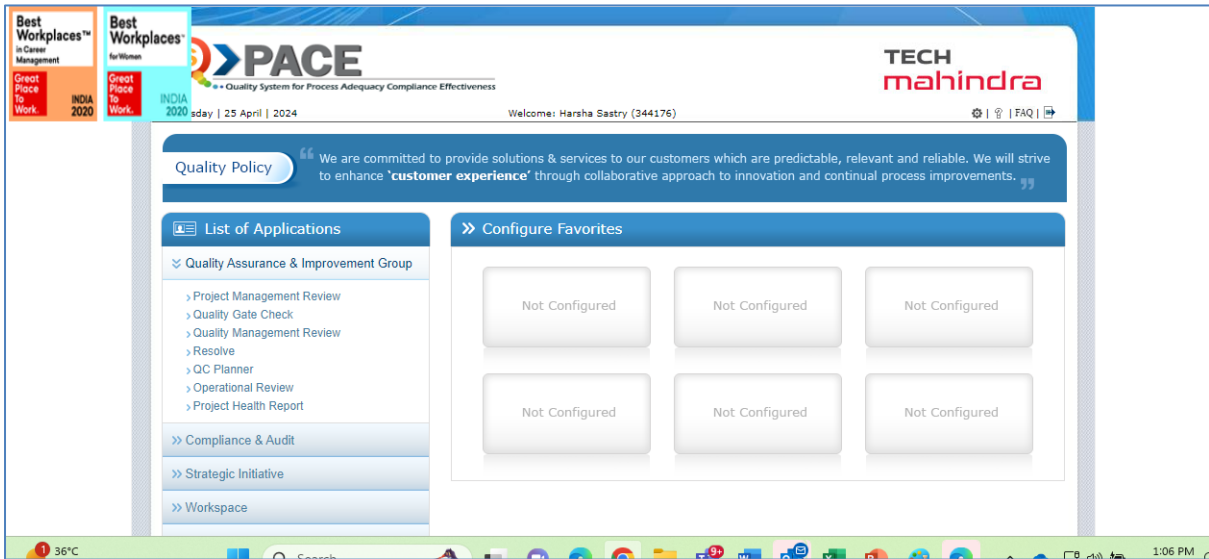
**TWINGO->Quality (QWAY) -> QSPACE**



Application / System Issues for Login / Outages follow the below for CIO support.

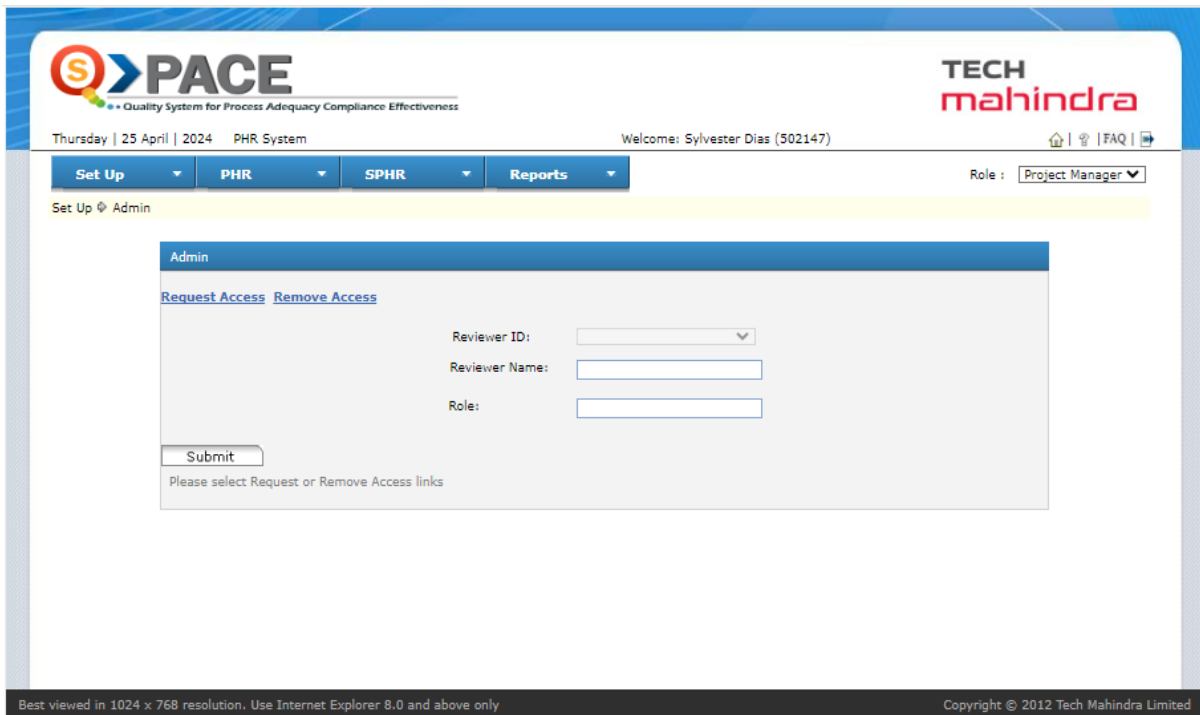
<b>Service Ticket</b>	<a href="https://helpnxt.techmahindra.com/sp">https://helpnxt.techmahindra.com/sp</a> this is URL to raise request for SPHR
<b>Category</b>	CIO
<b>Subcategory</b>	Enterprise Application
<b>Request type</b>	Qspace

2.1 APPLICATION SCREEN 1



2.2 APPLICATION SCREEN 2

Select your role – in this picture below the role selected is SPHR Admin. The below screen enables you navigate in the SPHR tab the screens to input. The project ID must be selected, Get Data to be clicked to see the score card and further activity.





The above screen will enable the project manager to view the Score card, Input Screen 2, and the Screen 3 information. The project manager will be able to update the required data appropriately. Please read the help aid on the screen and provide your inputs. Select the drop downs as applicable to complete the action. Input remarks as appropriate as a rationale of your response as available on screen. Exhibit samples of the screen are in the below sections

### 3 SCREENS FOR PROJECT MANAGER

This section covers the screens in SPHR to enable navigation. A brief note about the screen is mentioned.

1. Screen 1 - Score Card Screen
2. Screen 2 – Situational Survey Questions
3. Screen 3 – Security Posture

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<b>Request type</b>	Qspace

3.1 SCORE CARD SCREEN

This is the screen where the project manager can view the score card for the project id selected.

**Security Project Health Report**

SPHR From 15th Dec 2023 to 25th Dec 2023

**Project Score Card Red – Non-Compliant, Green – Compliant, Amber – Partly Compliant**

Parameter ID	Risk Indicator	Status As On Date	Status	Action Expected
110	Business Continuity Plan	27-02-2023	Fully Compliant	No actions required this week – Please continue maintaining Fully Compliant status.
120	BCP Drill	27-02-2023	Non-Compliant	<b>Action :</b> Complete the drills as per schedule and update the report in the BCM toolkit. <b>Description :</b> Without a tested BCP in times of crisis the Business Continuity Plan may fail to provide the intended result. During a crisis, course corrections are not possible and the plan will be rendered ineffective.
130	Audit Non-Compliance	26-02-2023	Non-Compliant	<b>Action :</b> Ensure action is taken and the Audit Non-Compliance is closed within the SLA timelines. <b>Description :</b> Audit failure indicate the ability of the project to meet customer compliance requirements, and ensure security and data protection. Non-compliance can lead to penalties, non-compliance to laws and customer contracts and loss of customer trust. Failed audits directly result in customer penalties for audit failures and restriction on new Business.
140	Annual Risk Assessment (UARSP)	20-02-2023	Fully Compliant	No actions required this week – Please continue maintaining Fully Compliant status.
150	Open Risk	16-01-2023	Fully Compliant	No actions required this week – Please continue maintaining Fully Compliant status.
160	Privacy Impact Assessment (PIA) & Record of Processing Activities (ROPA)	31-01-2023	Fully Compliant	No actions required this week – Please continue maintaining Fully Compliant status.
170	Data Privacy Risks	31-01-2023	Fully Compliant	No actions required this week – Please continue maintaining Fully Compliant status.
180	Data Protection Training and Awareness	21-02-2023	Fully Compliant	No actions required this week – Please continue maintaining Fully Compliant status.
190	Supplier Risk Assessment	28-02-2023	Non-Compliant	<b>Action :</b> Complete the Supplier Information Security Risk Assessment and close open risks within the Supplier Risk Treatment Plan. <b>Description :</b> Suppliers pose a security and contractual risk if they not comply to customer and Tech Mahindra policy and/or their security posture is not adequate. To avoid security and data breaches with customers, it is important to ensure that we choose security conscious suppliers and to ensure that they meet stated compliance requirements. Failure to do so would result in risk in security or data privacy incidents which would have an adverse impact on Tech Mahindra, as their employee.

No Records Found for Audit Score Card! No Activity Scheduled Found!

Note: PM can submit SPHR for the week 02 next Monday 2 PM and PM can submit SPHR for the week 03 next Monday 11 PM.  
E.g. SPHR From 21st Jan 2024 to 27th Jan 2024; PM can submit till 20th Jan 2024, 3 PM and PM can submit till 26th Jan 2024, 11 PM.

SECURITY-PHR – PRIVACY POLICY "Be the TechMighty Friend!" TMW Aligned SECURITY-PHR

3.2 SCREEN 2 – SITUATIONAL SURVEY INPUTS

This screen is the situational survey input screen which the project manager inputs. Analysis is done by the audit team and respective units. Example questions on screen are exhibited. Please respond to all questions in the SPHR application which may not be visible in the picture below.

**SPHR Screen 2 – Situational Survey**

SPHR From 22nd Apr 2024 to 28th Apr 2024

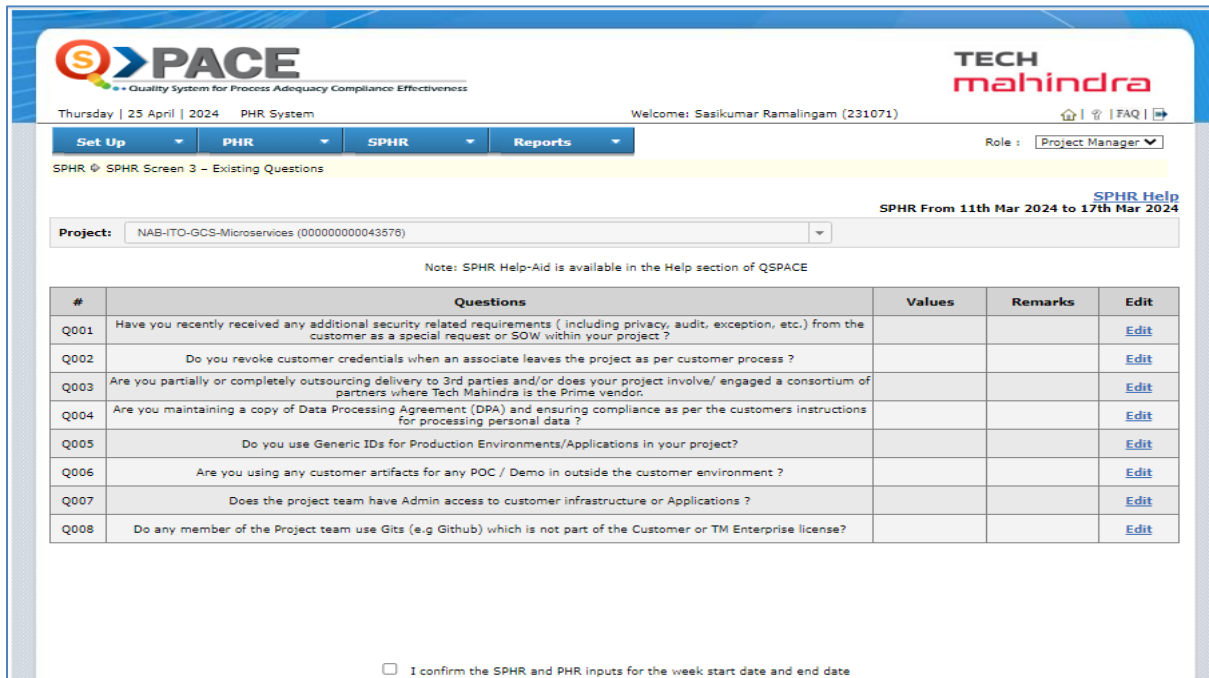
Project: Emirates - T&M (00000000045416)

PM Name: Sethu Arunachalam Coimbatore Ramalingam (700796)

Question ID	Question	No	NA
A016	Do you own / use any Labs / services from any shared common labs as part of customer delivery or internal delivery management activity?	no	no
A017	Do you use generic id to access client applications or servers ?	No	No
A018	Have you nominated yourself as the ERT (Emergency Response Team) representative for your project to coordinate with Corporate Services @C Security teams for Building fire and safety evacuations ? If not please nominate yourself / your representative and provide the email id in the Remarks for Corporate Services to connect with the project representative [This is required as your declaration and input in light of the learning from Turkey and multiple other Earthquakes. This is the preparedness ensuring People safety, wellness during emergency evacuation to the Safe Assembly Area (SAA) as an overall Corporate HR and Corporate Services initiative]	No	NA
A019	Do you need a dedicated ICT / Systems DR Plan ?	No	NA
A020	Do you store data in Tech Mahindra systems which require to be backed up ?		
A021	Do you require to have a data backup for the project shared folder ?		
A022	Do you require to have a data backup for the computing devices – Desktop , Laptop assigned by the company		
A023	Have you completed and provided the TIM-FR002 containing (Project Authorization Form documentation) to TIM Operations for the Services, ICT & data backup / restore services with all details		
A024	Have you completed and provided the TIM-FR012 containing (Project Individual System Asset Risk Assessment) documentation to TIM Operations for the ICT Systems DR support		
A025	Have you completed and provided the TIM-FR020 (Project System Recovery ) documentation to TIM Operations for the ICT Systems DR support		
A026	Have you completed and provided the TIM-FR021 (Service Stoppage/Recovery Actions) documentation to TIM Operations for the ICT Systems DR Support		

3.3 SCREEN 3 – SECURITY QUESTIONNAIRE

The project manager inputs the questions provided on mandatory questions in SPHR analyzed by the audit and peer units as applicable. Example questions on screen are exhibited. Please respond to all questions which may not be visible in the picture below.



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Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
1.0	25 Dec 2023	SPHR Admin	<a href="mailto:SPHRAlarms@techmahindra.com">SPHRAlarms@techmahindra.com</a>	Harsha Sastry	Quick navigator